

Instructions for the Alternative School Applications Summer Session & Regular Session

NOTE: NO FEES - Alternative Schools cannot require the students to pay a fee for attendance or materials used at the school.

To make sure that **both** Summer and Regular Session Alternative School students meet the requirements of Idaho Law, and are true at-risk students, review the below at-risk student qualifiers. The summer Alternative program is not for credit recovery.

At-Risk Student Qualification List

An at-risk youth is any secondary student, grades 7-12, who meets any 3 of the following criteria in Column A, or any 1 criteria in Column B. Please review the below chart to make sure your school meets the below criteria. Students who do not meet the criteria should not be included in the ISEE reporting for the summer school.

Column A	Column B
Has repeated at least one grade.	Has substance abuse behavior.
Has absenteeism that is greater than 10% during the preceding semester.	Is pregnant or a parent.
Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.	Is an emancipated youth.
Has failed one or more academic subjects.	Is a previous dropout.
Is two or more semester credits per year behind the rate required to graduate.	Has serious personal, emotional, or medical problems.
Is a limited English proficient student who has not been in a program more than 3 years.	Is a court or agency referral.
	Upon recommendation of the school district as determined by locally developed criteria for disruptive student behavior.

Explanations for each section of the application:

School Information:

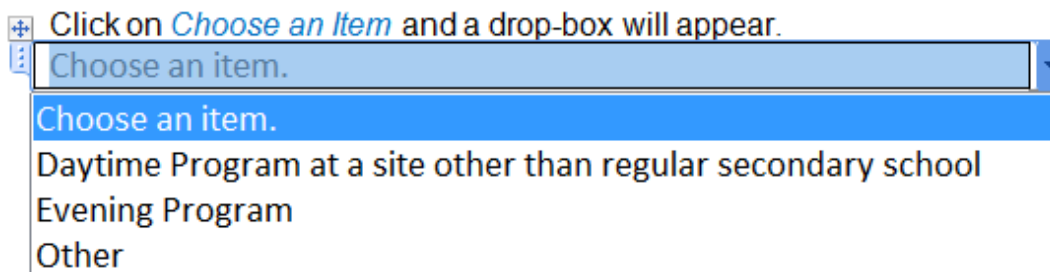
Include the physical address for the Alternative School. Alternative programs conducted during the regular school year will be located on a separate site from the regular high school facility or be scheduled at a time different from the regular school hours.

Accreditation:

As of 2013, IDAPA rules require that all Alternative Schools that have an enrollment over 35 students must be accredited. Note the date of the most recent accreditation. If the school is in the process of being accredited, please note that. If the Alternative School has less than 35 students, list the sponsoring school in the district that is accredited.

Choose the best description on the type of school:

In the drop-down box, there are 4 choices (as displayed in the below example). Click on the one that best describes the Alternative School.



Click on *Choose an Item* and a drop-box will appear.

Choose an item.

Choose an item.

Daytime Program at a site other than regular secondary school

Evening Program

Other

Last year's enrollment (Summer: 2013/Regular: 2013-2014):

List the enrollment per grade from the Alternative School from last year. If this Alternative School was not open last year, leave this blank.

Anticipated Enrollment for Summer 2014 or Regular Session 2014-2015:

Fill in the anticipated enrollment for each grade and the total.

School Principal / Administrator and School District Superintendent

Type in the information where noted. Signatures will be required on the Assurances Page.

Instructional Questions

When answering the questions in this section, please be mindful of the IDAPA 08.02.03.110-- Alternative secondary programs are those that provide special instructional courses and offer special services to eligible at-risk youth to enable them to earn a high school diploma. **Some designated differences must be established between the alternative school programs and the regular secondary school programs.** Alternative secondary school programs will include course offerings, teacher/pupil ratios and evidence of teaching strategies that are clearly designated to serve at-risk youth.

#1 – Regular Session Only: Explain how the Alternative School is unique and separate from the regular (non-alternative) high school.

#1 – Summer School Only: List the name of the alternative school(s) in your district and the grades they serve.

#2 – Both Sessions: Provide detailed information of the instructional program.

#3 – Regular Session Only: Provide detailed information for each sub-category listed.

#3 – Summer School Only: If special instruction courses are provided during the year in a Regular Session Alternative School, grades 7-12, in your district, sub-categories (b) – (e) are optional. However, if your Regular Session Alternative School only offers grades 9-12 and your summer school includes 7–8 grades, you must provide information for all sub-categories explaining how the Jr. High students are receiving the special instruction courses. Include information for sub-category (a) and how the curriculum and instruction is unique.

#4 – Regular Session Only: Please indicate if the students will receive a diploma from the Alternative School or from the sponsoring school. If the school is accredited it will receive a unique rating in 2015.

#5 – Regular Session Only: Indicate if the Alternative School has received its own accountability Star rating or will it be included with the sponsoring school.

#6 - Regular Session / #4 - Summer Session –

A printed schedule **must** be included with your application. It must include information for the 6 sub-categories in this section.

- a) *Subjects to be taught.* List ALL of the classes that the Alternative School will be offering.
- b) *List of HQT.* List all the teachers associated with each of the classes. For the Summer School, we will accept “To Be Determined” as we know you may be confirming teachers.
- c) *Semester or trimester dates.* List the **start and end dates** of each semester or trimester.
- d) *List which days of the week instruction* will take place, i.e., M-W-F or M-F.
- e) *Instructional Time per day.* For each day of instruction, indicate how many hours of instruction time the students will be taught. This does not include breaks, lunch, or any other non-instructional times.
- f) *Total Hours.* To reach a total, add up the instructional hours per day and then multiply the number of school days for the Alternative School (Regular and Summer). It should total 900 hours for the regular session and 225 hours for the summer session. Example is on the next page.

Instructions for the Alternative School Applications- Summer & Regular Session

Example of class schedule:

Summer School: 28 school days

Subjects	Teachers	Days of Week	Instructional Time
Reading & Language	Mr. Smith	M - F	8 am – 11:30 am
Math	Ms. Jones	M - F	12 pm – 3:30 pm
Government	Mr. Andersen	M - F	8 am – 11:30 am
English	Ms. May	M - F	12 pm – 3:30 pm
Math	Mr. Hernandez	M - F	12 pm – 3:30 pm
Counselor	Ms. Howard	As needed	n/a

To determine total instructional time:

- Course x daily instructional time (Reading & Language = 3.5 hours a day) Add up the instructional time for each course offered in a day.
- 3.5 hours x 5 courses in a day = 17.5 hours a day.
- 17.5 hours in a day x number of days school is open (17.5 x 28 days = 490 total instructional hours for Summer Alternative School).

Assurances Page

This page is to indicate your district's compliance with Idaho Law (IDAPA 08.02.03.110). Please read each section carefully to determine that all of your Alternative School students meet the qualifications of at-risk youth. The special services section is optional.

We have designed the form so that you can attach your signature electronically. At the bottom of the Assurances Page, please make sure **both** the Superintendent and the School Administrator sign and date the form. If you do not have an electronic signature, please email or fax the document. Email to: lahoward@sde.idaho.gov / Fax: (208) 334-2228.

For questions please contact Michele Clement-Taylor at 332-6963 or Lori Howard at 332-6911.